# 2023 Statewide Medical and Health Exercise

# Player Handout

**How To Use This Document:** *The purpose of this document is to provide an overall outline of the exercise and its objectives to players. This template should be tailored to your specific jurisdiction/organization/facility. Bracketed text (e.g., [jurisdiction/organization]) is provided to aid with location-specific tailoring.*

| Exercise OverviewIt is our pleasure to welcome you to the Statewide Medical and Health Exercise (SWMHE). This event will provide a forum for [jurisdiction/organization/facility] to support and interface with healthcare providers, emergency management, and response partners throughout the [jurisdiction/organization/facility] as part of a comprehensive exercise. Planning and response activities will take place in coordination with the overarching 2023 SWMHE program, which is led by the California Department of Public Health (CDPH) and the Emergency Medical Services Authority (EMSA). It has been developed with funding from Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants. This handout has been developed to allow you, as a Player, to understand the context and scope of the exercise. | Exercise PurposeToday’s exercise is a [Insert Exercise Type], which will help our State to be better prepared for emergencies and incidents of all types and sizes. This exercise will utilize all-hazards, multi-discipline objectives aligned with Homeland Security Exercise and Evaluation Program (HSEEP), PHEP, and Health Care Preparedness and Response capabilities, guidelines, and requirements. Players will test these objectives in response to a Chemical Fire with Burn and Pediatric Surge.ScenarioThe scenario involves a Chemical Fire with Burn and Pediatric Surge. More detailed information can be found in the [Situation Manual or Exercise Plan].ObjectivesA list of the objectives and capabilities being tested during the exercise can be found in the Exercise Plan. Reporting/Check-inAll participants should check in prior to the exercise and receive instructions on facility characteristics. |
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## Schedule of Events

The exercise will begin at [insert time] hours and will continue until [insert time] or when the Exercise Director ceases play.

### Tables 1-3: Schedule of Events

#### Table 1: [Insert Date of Exercise -1]

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Personnel** | **Activity** | **Location** |
| [Insert Time] | Exercise Controllers, Evaluators, and Staff | * Controller and Evaluator Orientation Briefing
 | [Insert Location] |
| [Insert Time] | Exercise Controllers and Staff | * Set up Control Cell and walk-through
 | [Insert Location] |
| [Insert Time] | All Players | * Player Briefing
 | [Insert Location] |

#### Table 2: [Date of Exercise]

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Personnel** | **Activity** | **Location** |
| [Insert Time] | Controllers and Exercise Staff | * Check-in for final instructions and communications check
 | [Insert Location] |
| [Insert Time] | Media | * Media Briefing
 | [Insert Location] |
| [Insert Time] | VIP & Selected Exercise Staff | * VIP Controller Briefing
 | [Insert Location] |
| [Insert Time] | Controllers and Evaluators | * Controllers and Evaluators in starting positions
 | [Insert Location] |
| [Insert Time] | All | * Controllers deliver day-of Player Briefing
 | [Insert Location] |
| [Insert Time] | All | * Exercise Starts
 | [Insert Location] |
| [Insert Time] | All | * Exercise Ends
 | [Insert Location] |
| Immediately Following the Exercise | All | * Venue Hot Washes
* Turn in all Participant Feedback Forms
 | [Insert Location] |

#### Table 3: [Date of Exercise +1]

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Personnel** | **Activity** | **Location** |
| [Insert Time] | Controllers, Evaluators, and Exercise Planning Team | * After Action Meeting
 | [Insert Location] |

## Exercise Play Information

|  |  |
| --- | --- |
| Important Documents* Player Handout (all participants)
* Exercise Plan (copies available for reference)
* Participant Waiver Form (all participants)
* Participant Feedback Form (all participants)
* [Insert others as needed]

Player Rules and Responsibilities Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency. Before the Exercise:* Sign in
* Review appropriate support documents
* [Additional rules/responsibilities as needed].

During the Exercise:* Keep the exercise objectives in mind throughout the exercise
* Respond appropriately to exercise events and information
* When asked, maintain a log of your activities
* [Additional rules/responsibilities as needed]

After the Exercise:* Participate in the Hot Wash
* Complete and submit your Participant Feedback Form
* Provide copies of all logs, notes, and other documentation to the controllers
* After the exercise all participants will begin cleanup operations to restore the area to pre-exercise conditions
* [Additional rules/responsibilities as needed]
 |  |
| Exercise Participant SafetyIdentification: Exercise staff may be identified by [badges, hats, and/or vests] to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation.  |  |

#### Table 4: Exercise Identification

|  |  |
| --- | --- |
| **Group** | **Color** |
| [Exercise Director] | [Insert Color] |
| [Facilitator] | [Insert Color] |
| [Controllers] | [Insert Color] |
| [Evaluators] | [Insert Color] |
| [Actors] | [Insert Color] |
| [Support Staff] | [Insert Color] |
| [Observers/VIPs] | [Insert Color] |
| [Media Personnel] | [Insert Color] |
| [Players, Uniformed] | [Insert Color] |
| [Players, Civilian Clothes] | [Insert Color] |

#### In Case of Actual Emergencies

* Exercise participant safety takes priority over exercise events
* All players have a basic responsibility to act as safety officers. Immediately report safety concerns, unsafe acts or conditions, injuries, and accidents to the nearest controller
* If a real-world emergency occurs, inform the nearest Controller using the phrase [“This is not a drill”] immediately and call 9-1-1 if necessary
* Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff

## Map of Area of Play

[Insert exercise maps]